

# CREDIT BY EXAMINATION AND ADVANCED PLACEMENT

## Advanced Placement Policy

Students who have completed Advanced Placement Examinations of the College Entrance Examination Board (Box 592, Princeton, New Jersey 08540) shall receive credit for Pasadena City College courses as listed below. A grade of "Pass" will be assigned to each student who obtains a score of 3, 4, or 5, except as noted. Credit earned by Advanced Placement may be counted towards Associate Degree requirements, IGETC, and CSU General Education Breadth Requirements. The UC Policy for AP credit can be found at: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>. The CSU also has a system-wide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at <http://www.calstate.edu/transfer/requirements/advanceplacementapcourses.shtml>.

The units earned from Advanced Placement do not apply toward the Pasadena City College residency requirements for graduation. (See page 28.) To request credit, students must submit official copies of Advanced Placement Examination test scores with a Student Petition form to the Office of the Vice President for Student and Learning Services, L112. The list on the following pages has been approved by PCC's Curriculum and Instruction Committee with restrictions as indicated.

## College Credit for Advanced Placement (AP) Tests

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE, and Associate degree general education and/or major requirements. Students must have the College Board (<https://www.collegeboard.org/>) send AP exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use on the Associate degree or transfer patterns. Course credit and units granted at Pasadena City College may differ from course credits and units granted by a transfer institution or by another community college.

Exam	PCC (Major and/or GE)	CSU GE <sup>1</sup> and Minimum Units Earned <sup>2</sup>	CSU-Units Earned Toward Transfer	IGETC	US-units Earned Toward Transfer
<b>Art History</b>	Score of 4 or 5 – <b>ART 001A</b> or <b>ART 001B</b> (3 semester)	Area C1 or C2 3 semester	6 semester	Area 3A or 3B 3 semester	8 quarter/5.3 semester
<b>Art (Studio)</b>	Drawing Portfolio – <b>ART 011A</b> (3 semester)	N/A	3 semester	N/A	8 quarter/5.3 semester <b>Maximum 8 quarter for all 3 AP Art Studio exams</b>

<b>Art (Studio)</b>	Studio Art Portfolio – <b>Art Elective Credit</b> for 2D Design or 3D Design subject to division recommendation (3 semester per exam)	N/A	3 semester		8 quarter/5.3 semester <b>Maximum 8 quarter for all 3 AP Art Studio exams</b>
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<b>Biology</b>	Score of 3, 4, or 5 – <b>BIOL 011</b> (4 semester)	Area B2 and B3 4 semester	6 semester	Area 5B and 5C 4 semester	8 quarter/5.3 semester
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<b>Calculus AB</b>	Score of 3 or 4 – <b>MATH 009</b> (5 semester) and placement into <b>MATH 005A</b> Score of 5 – <b>MATH 005A</b> (5 semester) and placement into <b>MATH 005B</b>	Area B4 3 semester	3 semester <sup>3</sup>	Area 2A 3 semester	4 quarter/2.7 semester <sup>4</sup>
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<b>Calculus BC</b>	Score of 3 or 4 – <b>MATH 005A</b> (5 semester) and placement into <b>MATH 005B</b> Score of 5 – <b>MATH 005</b> (5 semester) and placement into <b>MATH 005C</b>	Area B4 3 semester	6 semester <sup>3</sup>	Area 2A 3 semester	8 quarter/5.3 semester <sup>4</sup>
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<b>Calculus BC/AB Subscore of 3<sup>5</sup></b>		N/A	3 semester <sup>3</sup>	Area 2A 3 semester	
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<b>Chemistry<sup>6</sup></b>	Score of 3 or 4 – <b>CHEM 022</b> (4 semester) and placement into <b>CHEM 001A</b> (5 semester)	Area B1 and B3 4 semester	6 semester	Area 5A and 5C 4 semester	8 quarter/5.3 semester
<b>Chinese Language &amp; Culture</b>	Score of 3 – <b>CHIN 001</b> (5 semester) Score of 4 – <b>CHIN 002</b> (5 semester) Score of 5 – <b>CHIN 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
<b>Computer Science A</b>	Score of 3, 4, or 5 – <b>CS 001</b> (5 semester)	N/A	3 semester <sup>7</sup>	N/A	2 quarter/1.3 semester
<b>Computer Science AB</b>	Score of 3, 4, or 5 – <b>CS 002</b> (5 semester)	N/A	6 semester <sup>7</sup>	N/A	4 quarter/2.7 semester
<b>Computer Science Principles</b>		Area B4 3 semester	6 semester	N/A	8 quarter/5.3 semester
<b>Economics - Macroeconomics</b>	Score of 3, 4, or 5 – <b>ECON 001A</b> (3 semester)	Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester
<b>Economics - Microeconomics</b>	Score of 3, 4, or 5 – <b>ECON 001B</b> (3 semester)	Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester
<b>English - Language &amp; Composition<sup>4</sup></b>	Score of 3, 4 or 5 – <b>ENGL 001A</b> (4 semester)	Area A2 3 semester	6 semester	Area 1A 3 semester	8 quarter/5.3 semester <sup>9</sup>
<b>English - Literature &amp; Composition<sup>4</sup></b>	Score of 3, 4 or 5 – <b>ENGL 001A</b> (4 semester)	Area A2 and C2 6 semester	6 semester	Area 1A or 3B 3 semester	8 quarter/5.3 semester <sup>9</sup>

<b>Environmental Science</b>	Score of 3, 4, or 5 – <b>ENVS 001</b> (4 semester) (formerly Biology 37/Physical Science37)	Area B1 and B3 4 semester	4 semester	Area 5A and 5C 3 semester	4 quarter/2.7 semester
<b>French Language and Culture</b>	Score of 3 – <b>FRNC 001</b> (5 semester) Score of 4 – <b>FRNC 002</b> (5 semester) Score of 5 – <b>FRNC 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
<b>French Literature</b>		Area C2 3 semester (if taken prior to Fall 2009)	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
<b>German Language &amp; Culture</b>	Score of 3 – <b>GRMN 001</b> (5 semester) Score of 4 – <b>GRMN 002</b> (5 semester) Score of 5 – <b>GRMN 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
<b>Government and Politics - Comparative Government</b>	Score of 3, 4, or 5 – <b>POLS 002</b> (3 semester)	Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester
<b>Government and Politics - U.S. Government</b>	Score of 3, 4, or 5 – <b>POLS 001</b> (3 semester)	Area D and US 2 <sup>11</sup> 3 semester	3 semester <sup>12</sup>	Area 4 3 semester	4 quarter/2.7 semester
<b>History - European</b>	Score of 3, 4, or 5 – <b>HIST 001B</b> (3 semester)	Area C2 or D 3 semester	6 semester	Area 3B or 4 3 semester	8 quarter/5.3 semester

<b>History - U.S.</b>	Score of 3, 4, or 5 – HIST 007A (3 semester)	Area C2 or D and US 13 semester	6 semester	Area 3B or 4 3 semester	8 quarter/5.3 semester
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<b>History - World - Modern</b>		Area C2 or D 3 semester	3 semester	Area 3B or 4 3 semester	8 quarter/5.3 semester
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<b>Human Geography</b>		Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester
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<b>Italian Language &amp; Culture</b>	Score of 3 – ITAL 001(5 semester) Score of 4 – ITAL 002(5 semester) Score of 5 – ITAL 003(5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
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<b>Japanese Language &amp; Culture</b>	Score of 3 – JAPN 001 (5 semester) Score of 4 – JAPN 002 (5 semester) Score of 5 – JAPN 003 (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
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<b>Latin</b>		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	4 quarter/2.7 semester
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<b>Music Theory</b>	Score of 3, 4, or 5 – MUSC 001A (3 semester)	Area C1 semester(if taken prior to Fall 2009)	6 semester	N/A	8 quarter/5.3 semester(Full Music Theory Exam required)
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<b>Physics B (Replaced by Physics 1 &amp; 2, effective 2014-15)</b>	Score of 3, 4, or 5 – PHYS 010 (3 semester)	B1 and B3 4 semester	4 semester <sup>13</sup>	Area 5A and 5C 4 semester	8 quarter/5.3 semester <sup>14</sup>
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<b>Physics 1<sup>6</sup></b>	Score of 3, 4, or 5 – PHYS 002A (4 semester)	B1 and B3 4 semester	4 semester <sup>13</sup>	Area 5A and 5C 4 semester	8 quarter/5.3 semester <sup>14</sup>
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<b>Physics 2<sup>6</sup></b>	Score of 3, 4, or 5 – PHYS 002B (3 semester)	B1 and B3 4 semester	4 semester <sup>13</sup>	Area 5A and 5C 4 semester	8 quarter/5.3 semester <sup>14</sup>
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<b>Physics C-Mechanics<sup>6</sup></b>	Score of 3, 4, or 5 – PHYS 031A (4 semester)	Area B1 and B3 4 semester*	4 semester <sup>13</sup>	Area 5A and 5C 3 semester	4 quarter/2.7 semester <sup>14</sup>
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<b>Physics C-Electricity/ Magnetism<sup>6</sup></b>	Score of 3, 4, or 5 – PHYS 031B (4 semester)	Area B1 and B3 4 semester*	4 semester <sup>13</sup>	Area 5A and 5C 3 semester	4 quarter/2.7 semester <sup>14</sup>
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<b>Psychology</b>	Score of 3, 4, or 5 – PSYC 001 (3 semester)	Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester
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<b>Spanish Language &amp; Culture</b>	Score of 3 – SPAN 001 (5 semester) Score of 4 – SPAN 002 (5 semester) Score of 5 – SPAN 003 (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
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<b>Spanish Literature &amp; Culture</b>		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
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<b>Statistics</b>	Score of 3 or 4 – STAT 015 or STAT 018(4semester) Score of 5 – STAT 050 (4 semester)	Area B4 3 semester	3 semester	Area 2 3 semester	4 quarter/2.7 semester
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<sup>1</sup> Areas of GE Breadth (A1 through E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at [www.assist.org](http://www.assist.org).

<sup>2</sup> These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1033 and 1036 for details.

- <sup>3</sup> AP Calculus and Computer Science Exam Limitation: Only one AP exam in Calculus or Computer Science may be used toward CSU baccalaureate.
- <sup>4</sup> AP Calculus and Computer Science Exam Limitation: Maximum 8 quarter/5.3 semester for both
- <sup>5</sup> Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive UC credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.
- <sup>6</sup> **Advisory to Pre-med Students:** Even though AP scores may place students into a higher level chemistry or physics course, many medical schools do not accept AP credit in lieu of college level course credit to fulfill admissions requirements. Students interested in medical school should consult directly with the medical schools they are considering for information on their credit policies. Students may also want to refer to [www.aamc.org](http://www.aamc.org) or [www.aacom.org](http://www.aacom.org).
- <sup>7</sup> AP Computer Science and Calculus Exam Limitation: Only one AP exam in Computer Science or Calculus may be used toward CSU baccalaureate.
- <sup>8</sup> AP Computer Science and Calculus Exam Limitation: Maximum 4 quarter/2.7 semester for both
- <sup>9</sup> AP English Limitation: Maximum 8 quarter/5.3 semester for both
- <sup>10</sup> AP Government and Politics Exam Limitation: Also requires passing California state and local exam - Social Sciences Division
- <sup>11</sup> AP Government and Politics Exam Limitation: Does not fulfill American Institutions California Government requirement
- <sup>12</sup> AP Government and Politics Exam Limitation: Student can satisfy the American Institutions California Government requirement after transfer
- <sup>13</sup> AP Physics Exam Limitation: Maximum 4 semester toward GE and 6 semester toward CSU baccalaureate
- <sup>14</sup> AP Physics Exam Limitation: Maximum 8 quarter/ 5.3 semester for all Physics exams

**Traditional Associate degree:** Students should be aware that AP test credit is evaluated by corresponding it to an equivalent PCC course, e.g., History 7A. A student who receives AP credit and then takes the equivalent PCC course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Credit by Advanced Placement exam is noted and listed on a student's transcript, with units assigned and a grade of "Passing".

**CSU GE:** The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

**IGETC:** AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

## College Level Examination Program

The College will grant a maximum of 6 units elective credit based on scores recommended by the American Council of Education in each General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board (Box 1821, Princeton, New

Jersey 08540). Subject credit, rather than elective credit, may be granted upon recommendation of the division.

## College Level Examination Program (CLEP) IN CSU General Education (G.E.) Breadth Certification

Some CLEP exams may be used on the CSU General Education Breadth Certification. Students must have the College Board (<https://clep.collegeboard.org>) send CLEP exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use on the CSU G.E. pattern. CLEP exams may not be used on IGETC, the UC system does not recognize the exams. CLEP units will not be posted to the PCC transcript.

CLEP transfer credit for CSU admission is determined by the CSU system. The CSU policy for CLEP on the CSU General Education Breadth Certification can be found on the CSU system website. See Use of Advanced Placement, International Baccalaureate, and CLEP. <http://www.calstate.edu/transfer/requirements/thecollegelevel examination program clep.shtml> (<http://www.calstate.edu/transfer/requirements/thecollegelevel examination program clep.shtml/>).

Exam	Score	CSU G.E. Breadth or American Institutions <sup>1</sup> (CSU-Units earned toward breadth certification)	CSU-Units Earned Toward Transfer <sup>2</sup>
CLEP American Government	50	Area D - 3 semester units (does not meet CSU American Institutions Requirement)	3 semester units
CLEP American Literature	50	Area C2 - 3 semester units	3 semester units
CLEP Analyzing and Interpreting Literature	50	Area C2 - 3 semester units	3 semester units
CLEP Biology	50	Area B2 - 3 semester units (no lab)	3 semester units
CLEP Calculus	50	Area B4 - 3 semester units	3 semester units
CLEP Chemistry	50	Area B1 - 3 semester units (no lab)	3 semester units
CLEP College Algebra	50	Area B4 - 3 semester units	3 semester units
CLEP College Algebra - Trigonometry	50	Area B4 - 3 semester units	3 semester units
CLEP College Mathematics	50	n/a	0
CLEP Economics Principles of Macroeconomics	50	Area D - 3 semester units	3 semester units

CLEP Economics Principles of Microeconomics	50	Area D - 3 semester units	3 semester units
CLEP English Composition (no essay)	50	n/a	0
CLEP English Composition with Essay	50	n/a	0
CLEP English Literature	50	Area C2 - 3 semester units	3 semester units
CLEP Financial Accounting	50	n/a	3 semester units
CLEP French <sup>3</sup> Level I	50	n/a	6 semester units
CLEP Freshman College Composition	50	n/a	0
CLEP German <sup>3</sup> Level I	50	n/a	6 semester units
CLEP History, United States I	50	Area D + US History 1 - 3 semester units Requirement for CSU	3 semester units
CLEP History, United States II	50	Area D + US History 1 - 3 semester units Requirement for CSU	3 semester units
CLEP Human Growth and Development	50	Area E - 3 semester units	3 semester units
CLEP Humanities	50	Area C2 - 3 semester units	3 semester units
CLEP Information Systems and Computer Applications	50	n/a	3 semester units
CLEP Introduction to Educational Psychology	50	n/a	3 semester units
CLEP Introductory Business Law	50	n/a	3 semester units
CLEP Introductory Psychology	50	Area D - 3 semester units	3 semester units
CLEP Introductory Sociology	50	Area D - 3 semester units	3 semester units
CLEP Natural Sciences	50	Area B1 or B2 - 3 semester units (no lab)	3 semester units
CLEP Pre-Calculus	50	Area B4 - 3 semester units	3 semester units
CLEP Principles of Accounting	50	n/a	3 semester units

CLEP Principles of Management	50	n/a	3 semester units
CLEP Principles of Marketing	50	n/a	3 semester units
CLEP Social Sciences and History	50	n/a	0
CLEP Spanish <sup>3</sup> Level I	50	n/a	6 semester units
CLEP Spanish <sup>3</sup> Level II	63	Area C2 - 3 semester units	9 semester units
CLEP Trigonometry	50	Area B4 - 3 semester units	3 semester units
CLEP Western Civilization I	50	Area C2 or D6 - 3 semester units	3 semester units
CLEP Western Civilization II	50	Area D - 3 semester units	3 semester units

<sup>1</sup> Areas of GE Breadth (A1 through E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at [www.assist.org](http://www.assist.org) (<http://www.assist.org>).

<sup>2</sup> These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1033 and 1036 for details.

<sup>3</sup> If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

## International Baccalaureate (IB) on the IGETC General Education (G.E.) Pattern

A score of 5, 6 or 7 on Higher Level exams is required for IGETC G.E. certification. IB units will not be posted to the PCC transcript.

Students must have the International Baccalaureate Organization ([www.ibo.org](http://www.ibo.org) (<http://www.ibo.org>)) send IB exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use on the IGETC general education patterns.

International Baccalaureate (IB) Exam	IGETC Area
IB Biology HL	5B
IB Chemistry HL	5A
IB Economics HL	4
IB Geography HL	4
IB History (any region) HL	3B or 4 <sup>1</sup>
IB Language A: Literature (any language, except English) HL	3B and 6A
IB Language A: Language and Literature (any language, except English) HL	3B and 6A
IB Language A: Literature (any language) HL	3B
IB Language A: Language and Literature (any language) HL	3B

IB Language B (any language) HL	6A
IB Mathematics HL	2A
IB Physics HL	5A
IB Psychology HL	4
IB Theatre HL	3A

<sup>1</sup> IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

**Example:** History at a CCC is approved for Area 3B. The History IB may be used in Areas 3B or Area 4.

Actual IB transfer credit awarded for these and other IB exams for admission is determined by the UC system. The UC Policy for IB credit can be found on the UC system website: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

## International Baccalaureate (IB) on the CSU General Education (G.E.) Breadth Certification

A score of 4, 5, 6, or 7 is required for CSU G.E. Breadth Certification. IB units will not be posted to the PCC transcript.

Students must have the International Baccalaureate Organization ([www.ibo.org](http://www.ibo.org) (<http://www.ibo.org>)) send IB exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use CSU G.E. Breadth Certification.

International Baccalaureate (IB) Exam	Passing Score	CSU G.E. Breadth Area	CSU-Units Earned Toward Breadth Certification	CSU-Units Earned Toward Transfer
IB Biology HL	5	B2	3	6
IB Chemistry HL	5	B1	3	6
IB Economics HL	5	D	3	6
IB Geography HL	5	D	3	6
IB History (any region) HL	5	C2 or D	3	6
IB Language A Literature HL	4	C2	3	6
IB Language A Language and Literature HL	4	C2	3	6
IB Language A1 (any language) HL	4	C2 (If taken prior to Fall 2013)	3	6
IB Language A2 (any language) HL	4	C2 (If taken prior to Fall 2013)	3	6

IB Language B (any language) HL	4	n/aa	0	6
IB Mathematics HL	4	B4	3	6
IB Physics HL	5	B1	3	6
IB Psychology HL	5	D	3	3
IB Theatre HL	4	C1	3	6

Actual IB transfer credit awarded for these and other IB exams for admission is determined by the CSU. The CSU Policy for IB credit can be found on the CSU system website. See Use of Advanced Placement, International Baccalaureate, and CLEP Examinations at: <https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx>.

## Credit-by-Examination – Pasadena City College Courses

Granting of credit-by-examination must meet the following criterion:

1. The student is currently enrolled and attending the College in at least one graded course (the requested credit-by-exam course does not meet these criteria).
2. The course is listed in the PCC College Catalog and is not primarily of an activity nature and is not in the qualifying or remedial category. Credit-by-examination is not available for the native language of a student or for subjects which appear on the student's high school transcript. Credit is not available for any course which is lower in a sequence than a course in which credit has already been granted. Unique situations may be referred to the Petitions Committee.
3. The student is in good standing, has all required transcripts on file at the College and has completed 15 or more units in residence with an overall 2.000 or higher grade-point average.
4. The student has never failed the course and has not been enrolled in the class during the semester for which the examination is being requested.
5. The student may attempt credit-by-examination only once in a particular course.
6. Maximum credit-by-examination for courses of the College is 12 units. The credit will be recorded in the term in process when the examination results are submitted to the Admissions and Records Office. Credit will not be posted to prior terms.
7. Credit by examination courses are graded on a pass or no pass basis.
8. Approval is required from the division dean responsible for the area in which credit will be given and the Director of Admissions and Records.

Students will be required to pay all applicable fees (enrollment, non-resident tuition, etc.) at Student Business Services before any credit-by-examination is taken.

## Recording and Utilization of Credit-by-Examination, CLEP and AP

Credit will be recorded with a grade of P after the student satisfactorily completes 15 or more units at Pasadena City College. It may be utilized

in meeting requirements for the Associate in Arts or Associate in Science Degree. Units granted will not be used in determining eligibility for College activities, or in certifying for financial aid, Veteran's Educational Assistance, or in certifying enrollment to an outside agency.

Transfer students should be aware that four-year colleges may have different criteria for recognizing elective academic credit from non-classroom sources and that a new evaluation of experiences will often be required upon transfer.

## Credit for Military Training and Experience:

Pasadena City College strives to serve our nation's military members by offering a comprehensive review of all previous academic and military education and training to earn maximum credit toward degree and certificate programs at Pasadena City College.

Depending on your military training, Pasadena City College can apply college credit to your degree program.

- For service members and veterans of the U.S. Army, U.S. Navy & Marine Corps, submit a SMART transcript from <https://jst.doded.mil/jst/>
- For service members and veterans of the U.S. Air Force, submit a transcript from the Community College of the Air Force. <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
- For service members and veterans of the U.S. Coast Guard, submit a transcript from the U.S. Coast Guard Institute. <http://www.uscg.mil/hr/cgi/i>
- For service members who left the military before 1986, the college can apply credits from a notarized DD 214.

## Evaluation of Credit From Military and Other Service

All veteran students wishing to receive veteran educational benefits must submit for evaluation official transcripts of all prior college and military training before benefits will be processed. Documentation of military training (DD2586 Army/American Council on Education Registry Transcript [AARTS], DD295, DD214, Community College of the Air Force transcript) should be submitted to the Admissions and Records Office, Building L, Room 113.

Credit for experiences in the military service and USAFI/DANTES tests may be allowed as recommended by the American Council on Education and in accordance with the provisions of the *Pasadena City College Catalog*.

## Maximum Credit-by-Examination and Other Nontraditional Education

A student may be granted no more than 30 units through any combination of credit-by-examination (AP, CLEP, or PCC examinations) and evaluation of military service.

## Credit Limitations in Basic Skills

Students are limited to enrolling in a maximum of 30 units of Basic Skills courses (e.g., those numbered 400 and above.) Students enrolled in ESL

courses and students who have learning disabilities are exempt from this limitation.

## Credit Limitations in Foreign Language

Students will not receive credit in elementary courses (semesters 1 and 2) of a foreign language offered at PCC if that language is the primary language in which they received their secondary education. Students may petition for exceptions based on special circumstances.

## Auditing of Classes

**Policy No. 4071: It is the policy of the Pasadena Area Community College District to allow students to audit courses when space is available in course sections and students seeking to enroll for credit are not displaced. Students who are enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units during a primary semester. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course. The fee for auditing courses shall be no more than the amount established by the California Education Code. The Superintendent/President shall establish procedures regarding compliance with statutory and regulatory criteria for auditing courses.**

## Financial Obligations of Students

Students or former students are expected to meet proper financial obligations due to the District. Pursuant to California Education Code, Section 72237, college services such as grades, transcripts, diplomas, registration privileges or any combination thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his/her financial obligation to the District.

## Student Records

The following are College policies relating to the Family Educational Rights and Privacy Act of 1974, Public Law P.L. 93-380, and Chapter 816, Statutes of 1975, State of California.

### I Definition of Education Records

Education records consist of student data maintained by the following offices: Admissions and Records, Assessment, Financial Aid, Counseling, Health Services, Office of Student Services and by academic divisions.

### II Access to Education Records

All students have the right to inspect and review their records. A student who follows the established procedure of the Admissions and Records Office shall be granted access to his or her records within 15 days of the request. Expressly exempt from the right of review and inspection are the following materials:

- Financial records of the parents of the students.
- Confidential letters and statements of recommendation which were placed in the education records prior to Jan. 1, 1975.
- Records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except an instructor substituting for the one in sole possession.
- Records of students made and maintained by the College Health Center and the Learning Disabilities Center, which are used in the treatment of students and which are not available to persons other than those providing such treatment; except that such records can be reviewed by an appropriate professional of the student's choice.

**III Procedure for a Student's Access to Records**

- A. A student may review his or her records upon appropriate identification and in conference with a College Counselor or other certificated Student Services staff member.
- B. A former student may request in writing a review of his or her records. The request should be directed to the Director of Admissions and Records who is the designated "Records Officer" acting for the President of the College.
- C. Any student request for review shall be granted within 15 days following the request.

**IV Procedure for Challenge of Accuracy or Content of Education Records**

- A. Informal  
A student may submit to the Director of Admissions and Records a Student Petition to challenge the accuracy or content of education records maintained by the College. The Student Petition must be supported with verifying documentation. The Petition Committee will rule on the request and notify the student. Any student not satisfied with the decision of the Petitions Committee may discuss the matter with the Vice President of Student Services.
- B. Formal  
If the student is not satisfied with the determination made by the Vice President of Student Services, the student may, within 30 days, appeal the decision in writing to the President of the College.

**V Release of Education Records Information**

- A. Any release of a student's education records, with the exceptions listed, must be with the student's written consent or request.
- B. Directory information – In accordance with the Federal Family Educational Rights and Privacy Act of 1974 and the California Educational Code, Pasadena City College will make public upon request and without student consent certain "directory information." This information consists of the following: a student's name; city of residence; major field of study; participation in officially recognized activities and sports; if a member of an athletic team, weight, height and age; dates of attendance; degree and awards received; and the most recent previous educational institution attended by the student. Any student desiring to withhold directory information and who did not indicate such at the time of admission to the College may submit a written request to the Admissions and Records Office in the L Building.  
The College is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student's permission. In addition, the College is required to release information to the U.S. Department of Education and the Federal Internal Revenue Service regarding fees paid and financial aid received based on the Hope and Opportunity for Post-secondary Education Act of 1997. Information is also released to the National Student Clearinghouse.
- C. Without the student's written consent and upon authorization of the Director of Admissions and Records or his/her designee, the College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:
  1. College and District staff with a need to know. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective

designees of the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law provided that, except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation and enforcement of federal legal requirements.

2. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to Nov. 19, 1974.
3. Officials of other public or private schools or school systems, including local county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students.
4. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
5. Accrediting organizations in order to carry out their accrediting functions.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which it is collected.
7. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
8. Those who have obtained a subpoena or judicial order. The student is given notice by mail of the College's compliance with the order.

**VI Record of Access**

The College will maintain an access list which includes the identity of persons who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access. The access list is not required of College officials.

**VII Transfer of Information by Third Parties**

Education records or personal information transferred to a third party will include a notice that such party shall not permit access by any other party without the written consent of the student.

**VIII Notice of Student Rights**

Students will be informed at least annually through the Pasadena City College Catalog of their rights under the Act.